

**The Mill Hill School Foundation  
Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ**

**Mill Hill School  
Belmont, Mill Hill Preparatory School  
Grimsdell, Mill Hill Pre-Preparatory School**

## **Educational Visits Policy**

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**Independent Co-educational Day School for Pupils aged 3 to 18 years  
and Boarding School for Pupils aged 13 to 18 years**

**Effective November 2010**

# The Mill Hill School Foundation

## Educational Visits Policy

### Introduction

1. The Court of Governors of The Mill Hill School Foundation [the 'Governors'] recognise the value to pupils of educational visits. Such visits should:
  - enhance pupils' understanding of curricular activities (for example language or history studies);
  - provide opportunities to practice skills (for example, swimming and other sports);
  - develop pupils' social skills (for example meeting pupils from other countries and cultures).
2. The Governors also recognise and accept that such visits present challenges to the health and welfare of pupils. Educational visits will be planned and operated in accordance with these guidelines so that everyone involved understands his or her responsibility to ensure that pupils can participate fully in educational visits in reasonable safety.
3. The Governors recognise the DfE Guidance on Health and Safety of Pupils on Educational Visits ['HASPEV']. The Schools planning and operating of educational visits will have regard to the ten important areas listed below:
  - a. Responsibilities for visits, including pupil's behaviour
  - b. Planning visits, including risk assessments and first aid
  - c. Supervision, including ratios and vetting checks (for example, CRB checks for volunteers on overnight stays)
  - d. Preparing pupils, including special and medical needs
  - e. Communicating with parents
  - f. Planning transport
  - g. Insurance
  - h. Types of visit
  - i. Visits abroad
  - j. Emergency procedures, including contact details and permission for emergency medical treatment if the parents cannot be contacted.

### Responsibilities

#### 1. Employers

- 1.1 Under the Health and Safety at Work etc Act 1974, employers are responsible for the health, safety and welfare at work of their employees. Employers are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities.

This includes everyone involved in off-site visits (teachers, volunteers, helpers and pupils).

The Court of Governors is the employer of staff at The Mill Hill School Foundation.

1.2 The Management of Health and Safety at Work Regulations 1992, made under the 1974 Act, require employers to:

- assess the risks of activities (see section **D - Risk Management**);
- introduce measures to control those risks;
- tell their employees about these measures.

## **2. Employees**

2.1 Also under the Health and Safety legislation, employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instructions;
- inform the employer of any serious risks.

These duties apply to all school visits. Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

2.2 Although the employer is responsible for health and safety, decisions about visits are usually delegated to the Head of the School. The Head's agreement must be obtained before a visit takes place.

## **3. Governing Body**

3.1 The Court of Governors will satisfy themselves that risk assessments have been carried out, that appropriate safety measures are in place and that training needs have been addressed.

3.2 The Governing Body will also:

- ensure that the visit has a specific and stated objective;
- ensure that the Head/Group Leader show how their plans comply with regulations and guidelines, including the school's health and safety policy document and that the Head/Group Leader report back after the visit;
- ensure that they are informed about less routine visits well in advance;
- assess proposals for certain types of visit, including visits involving an overnight stay or travel outside the UK.

#### 4. Head

- 4.1 The Head will ensure that visits comply with regulations and guidelines provided by the Governing Body and the school's own health and safety policy. The Head will ensure that the Group Leader is competent to undertake and supervise any particularly hazardous or unusual activities and to monitor the risks throughout the visit.
- 4.2 If the Head takes part in the visit as a group member/supervisor, he/she will follow the instructions of the Group Leader who will have sole charge of the visit.
- 4.3 The Head will also ensure that:
- the planning and operating of the educational visit has had regard to HASPEV and that a detailed risk assessment has been completed and appropriate safety measures are in place;
  - any relevant qualifications claimed by the Group Leader or other relevant members of the group have been checked and verified;
  - there is adequate and relevant insurance cover;
  - He/she has the address and phone number of the visit's venue and a contact name;
  - there is a contingency plan for any delays including a late return home.

#### 5. Group Leader

- 5.1 One teacher, the Group Leader, will have overall responsibility for the supervision and conduct of the visit and will have regard to the health and safety of the group. The Group Leader will have been appointed or approved by the Head or the Governing Body. The Group Leader will:
- obtain the Head's prior written agreement before any off-site visit takes place and, as appropriate, the completion of any other forms in accordance with their School's Educational Visits/School Trips Policy;
  - follow those relevant regulations, guidelines (including HASPEV) and Foundation and/or School policies, as set out in this Policy and their School Educational Visits/School Trips Policy;
  - undertake and complete the planning and preparation of the visit including the briefing of group members and parents, including completion of comprehensive risk management procedures for **all activities** to be undertaken on the trip,
  - ensure there are contingency arrangements in the event of unfavourable weather conditions, transport breakdown or other failure or in the event of a pupil having to be sent home in accordance with their School's Educational Visits/School Trips Policy;

- be aware of insurance procedures as set out in their School Educational Visits/School Trips Policies.

## **6. Teachers and Non-Teacher Adult Volunteers**

- 6.1 Teachers and Non-Teacher Adult Volunteers on school-led visits act as employees of the Governing Body, whether the visit takes place within normal working hours or outside those hours, by agreement with the Head and Governors.
- 6.2 Teachers and Non-teacher adult volunteers (i.e. persons over the age of 18 years who are not employees of the School but who accompany or take part in trips and visits) whether or not acting as a supervisor will assume a duty of care towards Foundation employees, pupils, other children and non-teacher adult volunteers who are on the trip or visit. They will do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They will comply with the instructions of the Group Leader who will have sole charge of the visit and the implementation of the detailed Risk Assessment for the trip. They will have read the detailed Risk Assessment for the trip before departure of the trip or visit and comply with.

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## **7. Non-Teacher Adult Volunteers**

- 7.1 Non-teacher adult volunteers will follow the instructions of the Group Leader and teacher supervisors and help with control and discipline. A Non-Teacher Adult Volunteer should not be left in sole charge of pupils unless/except where either:

- an enhanced CRB disclosure check has been completed and received by the School and is considered to be satisfactory and it has been previously agreed as part of the Risk Assessment for the trip or visit that the Non-teacher adult volunteer may be placed in sole charge of pupils;

or

- in exceptional circumstances that may be determined to be an emergency by the Group Leader or a teacher supervisor and when appropriate authority has been sought and obtained from the Head or member of the Senior Management team emergency contact may a Non-teacher adult volunteer be placed in sole charge of pupils
- Non-Teacher Adult Volunteers must report to the Group Leader or teacher supervisors any concern about the health or safety of pupils at any time during the visit;

be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader.7.2 Non-teacher adult volunteers who accompany or take part in trips and visits which involve an overnight stay must have an enhanced CRB disclosure check which has been completed and received by the School prior to the departure of the trip or visit and is considered to be satisfactory and included in the detailed Risk Assessment for the trip or visit.

7.3 Trip organizers should bear in mind the lengthy process and time required (which is normally c 4 or 5 weeks and may be a matter of months) to obtain a satisfactory enhanced CRB disclosure.

## **8. Responsibilities of pupils**

8.1 The Group Leader will make it clear to pupils that they must comply with their School Rules which govern the trip and any other duties or responsibilities given in their School's Educational Visits/School Trips Policies. A pupil whose behaviour may be considered to be a danger to himself/herself or to the group may be stopped from going on the visit.

## **9. Parents**

9.1 The Group Leader will ensure that parents are given sufficient information in writing and are invited to any briefing sessions, so that they are able to make an informed decision on whether their child should go on the visit. This should include proposals for alternative activities in case, for example, adverse weather conditions prevent the intended activity taking place. Reasonable adjustments will be made for disabled children.

9.2 The Group Leader will also tell parents how they can help prepare their child for the visit the arrangements for sending a pupil home early (for which parents will normally be required to meet the costs of such arrangements) and arrangements for communicating with parents (including emergency arrangements). See the relevant School's Educational Visits/School Trips Policy.

## **10. Learning Difficulties, Disability and Medical Needs/Conditions etc.**

10.1 Mill Hill School Foundation welcomes pupils with disabilities and learning difficulties. The Foundation maintains and drives a positive culture towards inclusion of disabled people and those with learning needs in all the activities of the Foundation and we will not treat a pupil less favourably on these grounds without justification. Each School will make reasonable adjustments for pupils with any type of disability, learning difficulty or medical need/condition to enable their participation on educational visits, whilst maintaining the safety of everyone in the group.

10.2 Special needs of any kind, including such medical conditions as sleepwalking and epilepsy, will be taken into consideration in the risk assessments and planning undertaken in advance of the trip or visit and appropriate measures to address the risk identified..

10.3 Where reasonable adjustments are not possible to enable a pupil with a disability or learning difficulty or medical need/condition to participate in a trip or visit, that pupil might not be permitted to take part in that trip or visit.

## 11. Risk Management Procedures

- 11.1 Risk assessment is an essential part of fulfilling health and safety responsibilities. Risk assessments must be completed for **all activities** undertaken on the trip, the outward and homeward journey and any periods of free time. See the relevant School's Educational Visits/School Trips Policy.
- 11.3 Each School's Educational Visits/School Trips Policy and guidance is attached as an Annex to this Policy.

Last review: November 2010

## ANNEX B

### Grimsdell Mill Hill Pre-Preparatory School Educational Visits

#### Supervision

##### 1.1 Group Leader

Every visit or journey will have a Group Leader who will usually be a teacher. Arrangements will be made for another teacher to join the party quickly in case of emergency.

##### 1.2 Day Educational visit - Low Risk

First and foremost, adult to pupil ratios should be driven by the content of the risk assessment (ie. the greater the inherent risks, the lower the ratio needs to be). On all trips, the ratio of responsible adults to pupils will not fall below the numbers set out below:

- Nursery 1:4
- Reception 1:4
- Key Stage 1 1:5

#### **Guidelines for Organising and Leading Outings and Visits**

All outings and visits, whether local or further afield, are an educational experience which should reflect the children's programme of study. The planning and operating of these educational visits will have regard to the DfE document HASPEV.

#### **Before the Outing**

- Staff must always obtain The Head's permission before booking an outing. A written costing must be submitted prior to booking. The Group Leader should complete Form A for the Head's approval.
- All trips must be thoroughly planned. Staff should visit any new venues and plan the children's day completely. The Head will not sanction the outing unless this is done.
- Risk management: this should be carried out by the Group Leader and the forms completed well before the visit and submitted to the Deputy Head. (Health and Safety)
- Book transport, well in advance, through Mrs Clarke (coaches must have seat belts).

- Inform the kitchen, well in advance, that the children will not be in school for lunch or break that day.
- Send out information letter to the parents at least three weeks before the trip, together with a permission slip.
- Collect permission slips and check off against a class list at least ten days before the trip is due to take place. The Group Leader is responsible for checking that all permission slips have been returned correctly completed. Confirmation of this should be included on the 'Outing Plan' Form.
- Ensure that the medical needs of individual children have been taken into consideration and that the designated first aider has all the appropriate medication.
- The Group Leader should fill in the 'Outing Plan' Form B and hand to The Head a week before the trip.
- Select suitable parents (if necessary) to accompany the class. Adult/pupil ratio should be 1: 4 for Reception and 1:5 for Year 1 and Year 2. This will need to be done **before** the Outing Plan is given to The Head.
- One or more mobile phones must be taken on the outing and the numbers should be recorded on Form B.
- The children are aware of the purpose of the trip and that expectations of their behaviour throughout the trip have been explained clearly.

## **During the Outing**

- REMEMBER the Class Teacher is responsible for every child in her/his class and should take responsibility for any challenging children within the class.
- Children should use the school rucksacks to carry packed lunch/jackets.
- When applicable, check that each child has an appropriate packed lunch (no sweets, glass bottles or cans). If a child forgets a packed lunch, Mrs Clarke will organise a lunch from the kitchen.
- Check that the children are wearing full school uniform.
- The Group Leader must brief all staff and parent helpers (if applicable) before leaving with a detailed plan of the trip.
- Count and re-count the class throughout the day.
- Show the children what to do if they become separated from the group.
- Never deviate from the planned trip.
- Parent helpers must not supervise a group without a member of staff present.

## **After the Outing**

- On arrival back in school, children must go back up to their classroom. Rucksacks should be collected and class dismissed as normal.
- The Evaluation Form (C) should be completed by all accompanying teachers within one week following the outing.

## **RISK ASSESSMENT GUIDELINES**

- A risk assessment should be carried out by the Group Leader well before the outing and handed to the Deputy Head. (Health and Safety)
- It need not be complex but it should be comprehensive.
- The assessment should aim to prevent risks or reduce them and should be based on
  - What are the hazards?
  - Who might be affected by them?
  - What safety measures need to be in place to reduce risks?
- The Group Leader and other staff should monitor the risks throughout the outing and take appropriate action if necessary.

**APPENDIX A**

**Grimsdell Mill Hill Pre-Preparatory School**

**RISK ASSESSMENT SHEET**

Assessment for ..... Date of Assessment .....

Assessment made by ..... Signed .....

STEP 1	STEP 2	STEP 3
Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed

APPLICATION FOR THE APPROVAL OF SCHOOL VISITS AND OUTINGS BY THE HEADTEACHER OF GRIMSDELL, MILL HILL PRE-PREPARATORY SCHOOL

Year Group .....

Group Leader .....

1. Purpose of visit and educational objectives

.....  
.....

2. Place to be visited .....

.....

3. Dates of visit .....

4. Transport arrangements .....

.....

5. Proposed cost: Coach: .....

Entrance .....

Other: .....

Total: .....

7. Size of group: .....Pupils .....Adults

To be completed by The Head

To the Group Leader:

I am in agreement with this visit taking place in principle.

Signed ..... The Head

Date .....

DETAILED PROPOSAL FOR SCHOOL VISIT FOR APPROVAL BY THE HEAD

(not all sections will be relevant to every outing).

Year Group .....

Group Leader .....

The Group Leader should complete this form once preparations are complete after having received approval in principle from The Head.  
Once approval has been granted any subsequent changes in arrangements should be given to The Head.

1. Purpose of visit and specific educational objectives .....  
.....  
.....

2. Places to be visited .....  
.....  
.....

3. Dates and times  
Departure ..... Return .....  
Time ..... Time .....

4. Transport Arrangements (including Company Name) .....  
.....

5. Proposed cost: Coach.....  
Entrance:.....  
Other .....  
Total: .....

6. Details of programme of activities .....

.....  
.....  
.....  
.....

7. Existing knowledge of places to be visited and whether an exploratory visit is required.....

.....

8. Size and composition of group.

Number of boys ..... Number of girls .....

Names of Adults (with mobile numbers) accompanying: .....

.....  
.....  
.....

First Aider:.....

Adult to pupil ratio .....

9. Names of pupils with special educational or medical needs .....

.....  
.....

10. Names of pupils not attending, reasons why and alternative arrangements.

.....

11. Outing letter sent to parents yes/no .....Date .....

12. All permission slips return yes/no .....Date .....

Signed (Group Leader) ..... Date .....

Group Leader name in full .....

(Completed form to be given to The Head 10 days prior to the visit)

**Grimsdell Pre-Preparatory School - School Outing/Visit Evaluation Form**  
**(for accompanying staff)**

(To be completed on return from outing)

Name of outing/visit .....

Date of outing/visit .....

Name member of staff .....

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In your opinion, did the outing fulfil its aims and objectives for the children?

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Was there anything that could be improved upon for a future outing of this kind?

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Were there any pupils who, in your opinion, caused concern on the outing  
(emotional, behavioural, physical)?

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Other Comments

Signed (member of staff) .....

Date .....

**APPENDIX B**

**EMERGENCY MEDICAL TREATMENT**

I would like to draw your attention to a situation that one fervently hopes will never arise, that of your child sustaining an accident serious enough to require immediate hospital action. The school asks that emergency contact telephone numbers are given to the office, and obviously every effort is made in an emergency to contact parents. But occasionally parents cannot be contacted quickly and a decision may have to be made involving medical/surgical treatment. This also applies to any educational visits undertaken. It must be understood that it would be only after all efforts to trace parents had failed and only in the most urgent of cases. If you would like me to take this responsibility for your child will you please complete and sign the form at the foot of this letter and return it to me.

Pauline Bennett-Mills

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To: The Head, Grimsdell, Mill Hill Pre-Preparatory School

We .....

(parents' names – IN CAPITALS)

give authority to The Head of Grimsdell, Mill Hill Pre-Preparatory School, to decide on urgent medical/surgical treatment to

our son/daughter .....

(child's name – IN CAPITALS)

on the understanding that all efforts to contact us have been unsuccessful.

Signed .....

Signed .....

Date .....

**(This form should be signed by BOTH PARENTS)**